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University of
Kent

Careers and
Employability
Service

THE CAREERS AND EMPLOYABILITY SERVICE

at the University of Kent, Medway



HERE TO HELP YOU!

We are committed to successfully preparing you for employment and further study.

What we offer

- A comprehensive careers website
- Information booklets
- Careers Award
- Skills workshops
- Presentations by employers
- Annual Careers Fair
- One-to-one guidance with careers advisers
- Drop-ins for quick questions
- Help with CVs and application forms
- Practice interviews
- Mentoring network



Careers information

- Our website www.kent.ac.uk/ces includes sections on “Which Career?”, “Find a Job”, “What can I do with my Degree in...?”, “I Want to Work In...” and “Applications and Interviews”
- We have a series of information booklets including Career Planning Guides for undergraduate and postgraduate students and booklets on “Making Applications”, “Going for Interviews”, “Choosing a Career” and “The Creative Career Search”. These are available free of charge from the Careers and Employability Service (CES) or can be downloaded from our website www.kent.ac.uk/ces/publications.html

Careers Award on Moodle

- Improve your career planning and job hunting skills with this online module that you can take in your own time. Complete a series of quizzes and assignments covering career planning, CV and interview preparation. www.kent.ac.uk/ces/student/careersmoodle.html

Mentoring

- Our online mentoring network links current students and recent graduates with professionals who are willing to share advice, give career insights or offer work experience. www.kent.ac.uk/ces

Employability Festival

- This takes place every year in October/November and includes presentations and interactive workshops by graduate employers and Kent alumni, skills training and competitions
- The Careers Fair is the key event during the Festival, when over 100 employers visit the University to talk informally to students about their graduate job, internship and placement opportunities. www.kent.ac.uk/ces/events/



Finding jobs, placements and internships

- Our vacancy database has hundreds of opportunities for graduates, placement students, interns and volunteers with local, regional, national and international employers. <https://careers.kent.ac.uk/home.html>
- Kent Experiences of Work: Find out more about the different ways in which you can develop your work experience and employability skills while studying at Kent. www.kent.ac.uk/employability/working/index.html

- Work Experience Bursary: If you find a really great chance to get work experience, but it is unpaid, you could be entitled to up to £250 from the Careers and Employability Service to contribute towards your expenses. See www.kent.ac.uk/ces/bursarykew.html for full details, terms and conditions

Come and see us

Drop-in sessions (term time)

- Careers and employability advisers are on duty at regular times to help with quick queries such as giving feedback on your CV, advice on job hunting or interview advice. No need to book an appointment, just pop in to speak to an adviser for approximately 10 minutes.

Careers Resources Room (G0-06
Gillingham Building)
Monday – Friday 14.00-15.00

Sail and Colour Loft Foyer
Thursdays 10.30-12.00

Guidance interviews (term time and vacations)

- Careers advisers can give you advice, information and help related to more complex issues such as “I have no idea what I want to do!”, “What can I do with my degree subject?”, anything connected with your plans for your future career, postgraduate study, time out, working abroad and much more.

Booking essential:

<https://careers.kent.ac.uk/home.html>
www.kent.ac.uk/ces/advice.html

Opening times

The Careers Resources Room is in the Gillingham Building, Room G0-06. If you would like to browse the resources or pick up a booklet then you can visit between 09.00-17.00, Monday – Friday.

VISIT US ONLINE

www.kent.ac.uk/ces



[@ukmemploy](https://twitter.com/ukmemploy)



www.facebook.com/ukmemployability



<http://unikentemploy.wordpress.com>

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